

PRIOR EXEMPT SERVICE QUESTIONNAIRE

DPA-004 (REV. 01/03)



TO:

DATE:

FROM: Personnel Office

SUBJECT: Prior Exempt Service

Please complete and sign this form regarding possible prior exempt service. Prior exempt service includes employment in the University of California System, the California State University System, the California State Legislature, or a function of a Federal/local government that was blanketed (transferred) into California State Government. It is important that you notate any prior service credit because it may entitle you to additional benefits, including additional State service towards your vacation accrual rate. In some instances, prior exempt service may also be used for seniority if allowed under the provisions of your current bargaining unit contract.

This form and verification of prior exempt service should be returned to your Personnel Office as soon as possible. Attach copies of any documentation that verifies the dates and time base (or number of hours if intermittently employed) of your prior employment. Your Personnel Office will send your verification data to the Department of Personnel Administration (DPA), where the amount of service to be credited will be determined.

- ☐ I have no prior exempt service.
- ☐ I have prior exempt service as described below.
- ☐ My prior exempt service has already been verified by DPA.
 - ☐ Verification is attached (See the back of this form for verification standards).
 - ☐ Verification is **NOT** attached (If not attached, please use DPA Form 039).

Former Employer	Title	Exact Dates		Time Base/Number Hours Per Month
		From	To	

Employee Signature_____
Date_____
Phone Number

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Verification Standards

The Department of Personnel Administration (DPA) will determine whether the verification data that is submitted will be added to your State service total. The documentation that you provide must be written and verify the exact dates, and the time base (or number of hours if intermittently employed) of your prior employment. Specific employment verification standards are listed below.

University of California Service

Submit written verification of your student or nonstudent status at the time of employment from the University Registrar's Office. Also, provide copies of your "Record of Earnings" obtained from the University's Payroll Office.

California State University Service

For nonstudent service from *June 1, 1961, through December 31, 1976*, you must submit a copy of your "Employee Record Card," which may be obtained from the Campus Personnel Office.

For nonstudent service before *June 1, 1961, and after December 31, 1976*, official data is available to DPA; therefore, no verification is required.

California State Legislature

Contact the personnel office of the Legislative Branch (Assembly/Senate) where you were employed and request a letter that verifies the exact dates and time base of your prior service.

Former Federal or Local Government Service

Please provide the department or agency name prior to the blanketing (transfer) and the date you entered in to California State Government employment. DPA should have your prior employment records on file.